**SMUSD VERIFICATION PROCEDURES**

**ONE WEEK PRIOR - CALL (POS) software TO MAKE SURE THE LATEST VERSION AND INSTRUTIONS HAVE BEEN SENT FOR VERIFICATION ACCORDING TO STATE COMPLIANCE.**

**SEPTEMBER 30th**

1. County import to (POS system)
2. Make sure all applications are scanned and validated.

1. Update template letters in (POS system) and all supporting documents from CNIPS
2. Prep binders, labels, envelopes

**OCTOBER 1ST**

1. Start verification process in (POS system)
2. Mail out Notification to Household letter with supporting documents (See Attachment A).

**OCTOBER 15th**

1. Mail out 2"d letter of request with supporting documents (See Attachment B).
2. Send out email notification using Black Board (See Attachment B).

**ONE WEEK PRIOR TO EXPIRATION DATE**

1. Mail out Final request letter to remaining non-verified household. (See Attachment C).

**LAST OPERATING DAY OF OCTOBER**

1. Close Verification, and expire non-verified students at the end of the school day.
2. Mail out Benefit change/Termination Letter to all non-verified households. (See Attachment D).

**INCOMPLETE - Missing information on received documentation**

1. Mail out Missing Information Letter (See Attachment E).
2. Follow up with call to household.

VERIFICATION FOR CAUSE APPLICATIONS:

For cause applications are done as needed separately from the yearly verification process.

**Revised: 11/21/16**